

Date: [Insert Date]

To: [Lender Name / Loss Mitigation Department]

Attention: [Case Manager Name]

Loan Number: [Insert Loan Number]

Property Address: [Insert Property Address]

RE: Request for Closing Date Extension and Status Update

Dear [Case Manager Name],

I am writing to provide an update regarding the pending short sale for the above-referenced property and to formally request an extension of the current closing deadline.

The current approval letter expires on [Insert Expiration Date]. We are requesting an extension until [Insert New Requested Date] due to the following reason(s):

- [Example: Buyer's financing requires additional processing time]
- [Example: Delays in obtaining final payoff from junior lienholders]
- [Example: Repairs required for local municipal inspections]

Transaction Progress:

- Buyer's Loan Status: [e.g., In Underwriting / Conditional Approval]
- Title Work: [e.g., Completed / In Progress]
- Inspection Status: [e.g., Cleared]

All parties remain committed to completing this transaction. We have attached the updated [Estimated HUD-1 or Closing Disclosure] and a copy of the [Buyer's Loan Commitment/Extension Request] for your review.

Please confirm receipt of this update and advise if any further documentation is required to issue an amended approval letter with the extended date.

Thank you for your continued cooperation.

Sincerely,

[Your Name]

[Your Title: e.g., Listing Agent / Authorized Third Party]

[Your Phone Number]

[Your Email Address]